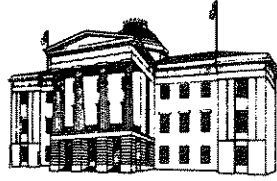


# State of North Carolina



MICHAEL F. EASLEY  
GOVERNOR

## EXECUTIVE ORDER NO. 118 CONTINUITY OF OPERATIONS PLANNING

**WHEREAS**, pursuant to Executive Order No. 102 which remains in effect, good progress has been made in Continuity of Operations and Continuity of Government planning, particularly with regard to identification of alternate work facilities; and

**WHEREAS**, the possibility of a pandemic influenza event is real and demands planning effort in government as well as the private sector; and

**WHEREAS**, efforts are well underway to minimize the effects of pandemic influenza on North Carolina citizens; and

**WHEREAS**, personnel shortages that could result from a pandemic influenza or other widespread disease event have not heretofore been included in Continuity of Operations planning; and

**WHEREAS**, should multiple State agencies at once need alternate work facilities or to continue work during significant personnel shortages, an overarching Continuity of Operations plan for State Government is necessary to assure a coordinated response; and

**WHEREAS**, a standard format will lead to more consistent, understandable, and executable Continuity of Operations plans;

**NOW, THEREFORE**, pursuant to the authority vested in me as Governor by the Constitution and laws of North Carolina, **IT IS ORDERED:**

Section 1. By August 1, 2007, each North Carolina Executive Branch agency (at the Division level) will include in its Continuity of Operations Plan provisions to deal with a pandemic influenza event. Plans will be developed using guidance available from the North Carolina Office of State Personnel, the North Carolina Division of Public Health, and the Federal Emergency Management Agency.

Section 2. The North Carolina State Government Complex Continuity of Operations Plan, dated June 4, 2007, is promulgated by this Order. All North Carolina Executive Branch agencies are directed to cooperate in implementing provisions of this plan.

Section 3. The Secretary of Crime Control and Public Safety, through the Division of Emergency Management is designated executive agent for the North Carolina State Government Complex Continuity of Operations Plan. The Secretary, with necessary coordination, will exercise approval authority for changes to this plan and assure it is reviewed at least annually and updated as necessary. The Department of Administration remains the lead agency for purposes of procuring and assigning alternate facilities to displaced agencies.

Section 4. Agency heads are reminded that an annual review of Continuity of Operations plans is due on November 1 of each year. Continuity of Operations plans are to be updated as necessary. Compliance with this requirement should be documented by reports submitted by November 15 each year from Executive Branch department heads to the Director of Emergency Management.

Section 5. By November 1, 2008, each North Carolina Executive Branch agency will revise its Continuity of Operations plan to conform to a standard format based on guidance from the Federal Emergency Management Agency and provided by the Secretary of Crime Control and Public Safety through the Division of Emergency Management.

Section 6. As with Executive Order No. 102, State agencies outside the Executive Branch and not directly subject to this order are invited and encouraged to comply with this order and to participate fully in the North Carolina Continuity of Operations planning effort.

Section 7. This order, together with Executive Order No. 102, will remain in effect until amended or rescinded.

**IN WITNESS WHEREOF,** I have hereunto signed my name and affixed the Great Seal of the State of North Carolina at the Capitol in the City of Raleigh, this fourth day of June in the year of our Lord two thousand and seven, and of the independence of the United States the two hundred thirty-first.



  
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Michael F. Easley  
Governor

**ATTEST:**

  
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Elaine F. Marshall  
Secretary of State